



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

Date:	9/25/18	Interviewer:	SGS and CM	RFA #18-68
Name of Person(s) Requesting Assistance: [REDACTED]				
Contact Numbers (telephone, e-mail, etc.): [REDACTED]				
Status of Person(s) Interviewed (title, position, student status, etc.): Student				
Requested Assistance Pertaining To (name, position, policy, project, etc.): [REDACTED] (student in same Block classes)				

To the best of your knowledge, please fill out the following:

Interviewee Status: Male Female Administrator Faculty Staff Student
Concern Regarding: Male Female Administrator Faculty Staff Student

Category: (Please check at least one)

- | | | | | |
|--|---|---|-------------------------------------|--|
| <input type="checkbox"/> Age | <input type="checkbox"/> Color | <input type="checkbox"/> Creed | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> National Origin | <input type="checkbox"/> Race | <input type="checkbox"/> Religion | <input type="checkbox"/> Retaliation |
| <input type="checkbox"/> Sex/Gender | <input checked="" type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression | | | | |

Time Line		
Date	Item	Comments
9/25/18	SGS met with Keith Russell and Paqui Paredes	Keith Russell, and Paqui Paredes met with SGS and described a situation that had been brought to their attention by a Professor [REDACTED] who has [REDACTED] in class
9/25/18	[REDACTED] and her mother, [REDACTED], meet with SGS and CM	CM and SGS met with [REDACTED] and her mother. [REDACTED] described circumstance between herself and another student in her program block. [REDACTED]. [REDACTED] had, beginning in Fall 2017, expressed a persistent romantic interest in [REDACTED] which was not returned. [REDACTED] indicated she would brush him off and ignore him, not wanting to make a big deal out of it. There are 10 people in her block program to be a [REDACTED]. [REDACTED] said over the summer, [REDACTED] would make annoying comments on her Snapchat story, so she blocked him on Snapchat. [REDACTED] indicated her boyfriend had said he did not like [REDACTED] talking to her. After blocking [REDACTED] on Snapchat, [REDACTED] began texting [REDACTED] indicated she ignored the texts. On Thursday, 9/20/18, [REDACTED] texted [REDACTED] a long text indicating, among other things, that she was "the one" and that he wanted to be with her. [REDACTED] responded telling [REDACTED] to stop. [REDACTED] did not want to file a formal complaint and just wanted the situation to

		go away. [REDACTED] indicated she wanted to just take a quarter off school so that she would not have to share classes with [REDACTED].
		[REDACTED] indicated she did not want to file a formal complaint. Wanted to know if she could take classes online, then come back next year with a new cohort.
9/25/18	CM and SGS called Keith Russell	CM and SGS called Keith Russell and spoke about what [REDACTED] said. Mentioned [REDACTED] wanting to take classes online. Keith indicated that it would likely not be possible to take the [REDACTED] online- but the other classes may be possible.
9/25/18	CM and SGS called Michael Sledge	Michael unavailable- meeting set for 11am on 9/26
9/26/18	CM called [REDACTED]	CM phone call to [REDACTED], left VM asking [REDACTED] to call back
9/26/18	CM and SGS met with Michael Sledge	SGS and CM informed Michael of the situation with [REDACTED]. Michael indicated that while [REDACTED] is determining whether or not to file a formal complaint, if EO brings [REDACTED] in, Michael can issue interim measures preventing contact between [REDACTED] and [REDACTED], in and out of class, but would allow [REDACTED] to still go to class, and result in possible sanctions if [REDACTED] ignores the no contact provisions. [REDACTED] called CM back during meeting with Michael. Michael found that there were only 9 and 11 students enrolled in the classes that [REDACTED] shares with [REDACTED].
9/26/18	CM phone call with [REDACTED]	CM called [REDACTED] back. CM explained to her the option to bring [REDACTED] in and have a conversation with him about how he cannot contact her, and that the message was inappropriate. CM asked [REDACTED] if the EO office did this, and if there were interim measures put in place, whether she would feel comfortable attending classes with [REDACTED].
		[REDACTED] indicated that she had spoken to her family last night and did not want to file a formal complaint or have a big investigation. [REDACTED] said she was trying to avoid the situation. [REDACTED] indicated at this point, she just wanted to know if there was a way for her to take classes online so that she would not have to be in the same cohort with [REDACTED], then come back next year and start where she would have been with a new cohort. [REDACTED] indicated she has classes she can take that are not in the block.
		[REDACTED] indicated she has blocked [REDACTED] on all of her social medias- so she is not worried about him contacting her.
		CM asked [REDACTED] to consider thinking about it and talking with her family further about the options she explained (that would not result in her delaying her academics) and asked if she could call her back tomorrow to discuss it further. [REDACTED] said she would and that CM could call her back, but that she did not think she would change her mind. [REDACTED] did not want the EO office to contact [REDACTED] and said she would rather avoid the situation.
9/27/18	Email from [REDACTED] to EO	Email from [REDACTED] to SGS, CM, Keith Russell, [REDACTED], and [REDACTED] indicating that she had decided to not file a formal complaint and did not want to participate in mediation. [REDACTED] asked for WWU to allow her to take a leave from the [REDACTED], with the intent of returning next year [REDACTED] said she wanted to take online classes, other classes at Western that the individual is not in, and classes at other schools, to further her education. [REDACTED] said she wants to start next year with a new block to complete her education in the

9/27/18	Keith Russell email to [REDACTED] SGS and CM included on email)	Keith informed [REDACTED] they would work with her to develop a program and help her continue her education at WWU and informed her that she will not be required to reapply to the [REDACTED] for Fall 2019, but will be able to pick right back up with the Block program. Keith indicated the choice was hers and that she can pursue other options if she decides she would like to.
10/3/18	SGS meets with Keith Russell, Paqui Paredes, and Michael Sledge	
	SGS phone call with [REDACTED]	
11/29/18	CM phone call to Keith Russell	CM phone call to Keith Russell, no answer- left VM asking Keith to call back.
12/3/18	CM phone call to Keith Russell	CM phone call to Keith Russell to follow up re: how things were going. Keith said there have been no ongoing issues with [REDACTED] and things have been quiet and functioning. Keith said he was tracking when [REDACTED] signs up for classes, then he will work with [REDACTED] to get her into other classes. Keith indicated [REDACTED] is doing fine. CM thanked Keith for the update and informed him that if he needed anything, he should not hesitate to reach out. Keith thanked CM for following up.